

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: CEA-RA, IFB-RA, IFB-EA

Responsible Office: Instruction and Program Development

Role and Membership of the Council on Instruction

I. PURPOSE

This regulation establishes the responsibility of the Council on Instruction and designates the council membership.

II. ROLE OF THE COUNCIL ON INSTRUCTION

- A. The Council on Instruction advises the superintendent on matters pertaining to curriculum and instruction.
- B. It reviews, evaluates, and makes recommendations concerning all new or revised curriculum and specified supporting materials.
- C. The council reviews, evaluates, and makes recommendations as appropriate concerning:
 - 1. Policies and procedures that deal with curriculum and instruction
 - 2. Training/preparation for the delivery of instruction
 - 3. Reports of task forces or committees
- D. Whenever a specific need arises, the council provides guidance to committees and task forces.

III. RESPONSIBILITY

- A. The associate superintendents are responsible for assuring that proposals originating within their jurisdictions and related to curriculum and instruction follow MCPS regulations regarding their development, field testing, approval, and implementation. The associate superintendent for instruction and program development serves as chairperson of the council discussion.
- B. After review of an item placed on the agenda, the council submits its recommendations to the superintendent or returns the item to its originator with comments and suggestions.
- C. The superintendent considers the recommendations of the council, including those involving changes in the Program of Studies, and either endorses them or returns them with comments and suggestions to the chairperson of the council. The superintendent keeps the Board of Education informed about council actions.
- D. The executive secretary of the council, under the direction of the chairperson, drafts council correspondence, agendas and minutes, and maintains council records.

IV. MEMBERSHIP ON THE COUNCIL ON INSTRUCTION AND SUBCOMMITTEES

A. Council on Instruction

The Council on Instruction is composed of permanent, rotating, and ex officio members. Rotating members are appointed by the superintendent. The student rotating memberships are for one year; all others are for two years. The terms of the rotating memberships are staggered to enhance continuity.

1. Permanent Members

Associate Superintendent for Instruction and Program Development (chairperson)
 Administrative Assistant, OIPD (executive secretary)
 Program Supervisor, Special Education Instruction
 Director, Department of Curriculum and Instruction
 Requirements Manager, Division of Applications Development
 Director, Department of Alternative Programs

Director, Department of Student Services
Associate Superintendent, Office of Shared Accountability
Community Partnership Specialist, Department of Family and Community Partnerships
Director, Department of Instructional Support Programs
Director, Division of Arts, Health, and Physical Education
Director, Division of Career and Technology Education
Director, Division of Early Childhood Programs and Services
Director, Division of ESOL/Bilingual Programs
Director, Division of Accelerated and Enriched Instruction
Director, Division of Programs and Services, Special Education
Director, Elementary School Instruction
Director, Middle School Instruction
Director, High School Instruction
Director, School Library Media Programs
Instructional Specialist, Department of Curriculum and Instruction
Representative, Office of School Performance
Director, High School Initiatives
Coordinator, Student Affairs
Coordinator, Special Initiatives
Supervisor, Evaluation and Selection of Instructional Materials Unit
Supervisor, Guidance Unit
Director, Division of Technology Training
Systems Analyst, Division of Applications Unit
Supervisor, Outdoor Education
Instructional Specialist, Office of Instruction and Program Development

2. Rotating Members

Middle School Students (3)
High School Students (4)
Elementary School Teachers (6)
Middle School Teachers (4)
High School Teachers (4)
Elementary School Principals (4)

Middle School Principals (3)
High School Principals (3)
Montgomery County Council of Parent Teacher Associations (2)
Montgomery County Council of Supporting Services Employees (1)
Business Representative, Montgomery College (1)

3. Ex Officio Members

Superintendent of Schools
Deputy Superintendent of Schools
Associate Superintendent for Student and Community Services
Community Superintendents
Chief Operating Officer
Chief Information Officer
Associate Superintendent for Human Resources
Associate Superintendent for Staff Development
Associate Superintendent for Shared Accountability

B. Operation

The council sets up procedures to govern voting and its other operations. These procedures are reviewed annually by the council and revised as needed.

C. Subcommittees

The chairperson of the council may appoint subcommittees, as required, to perform specific tasks related to the functions of the council. Subcommittee members need not be council members.

Regulation History: Formerly Regulation No. 255-3, July 18, 1979; reviewed 1983; revised November 19, 1992; revised December 30, 1997; revised July 28, 1998; revised October 4, 2001.